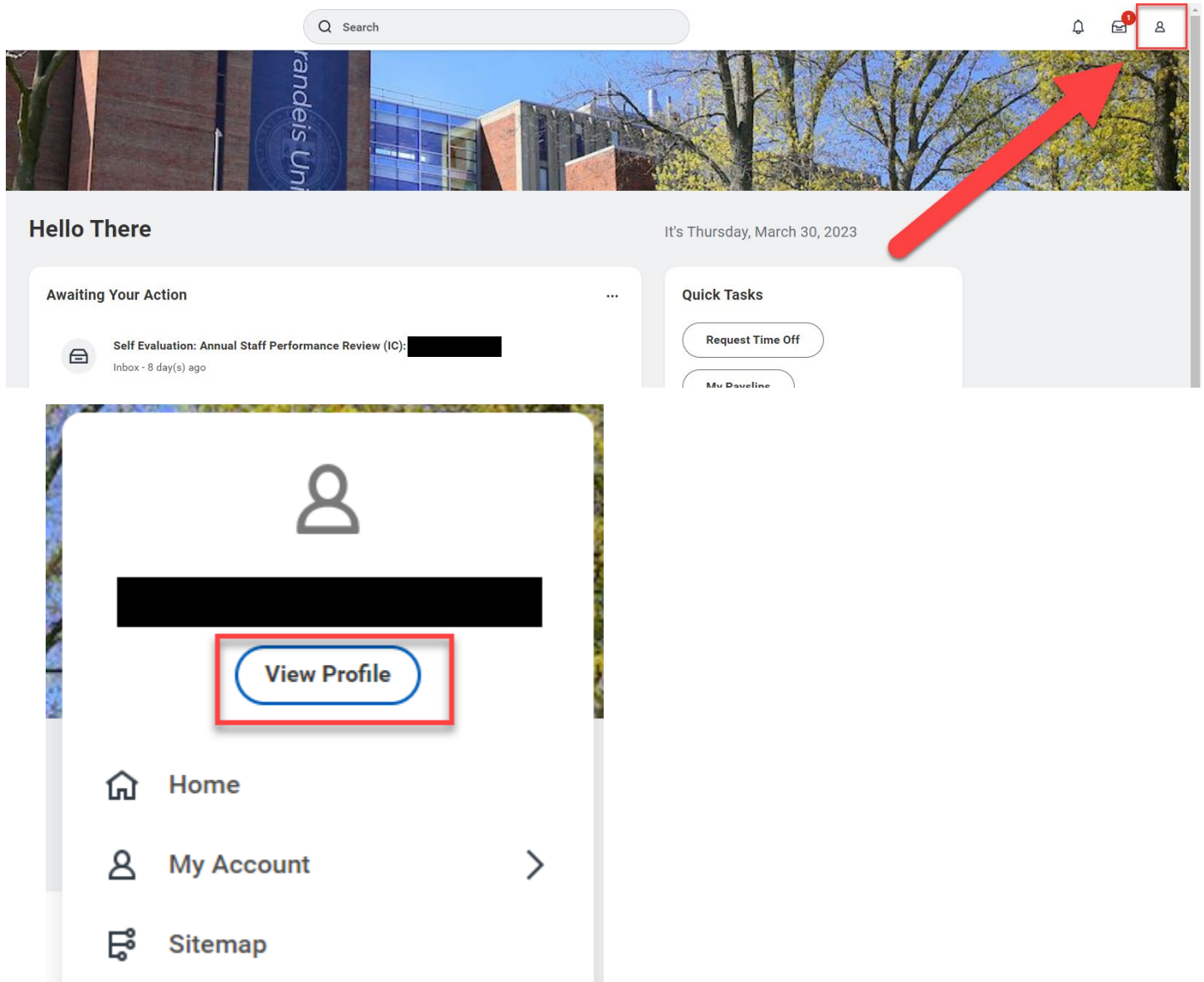


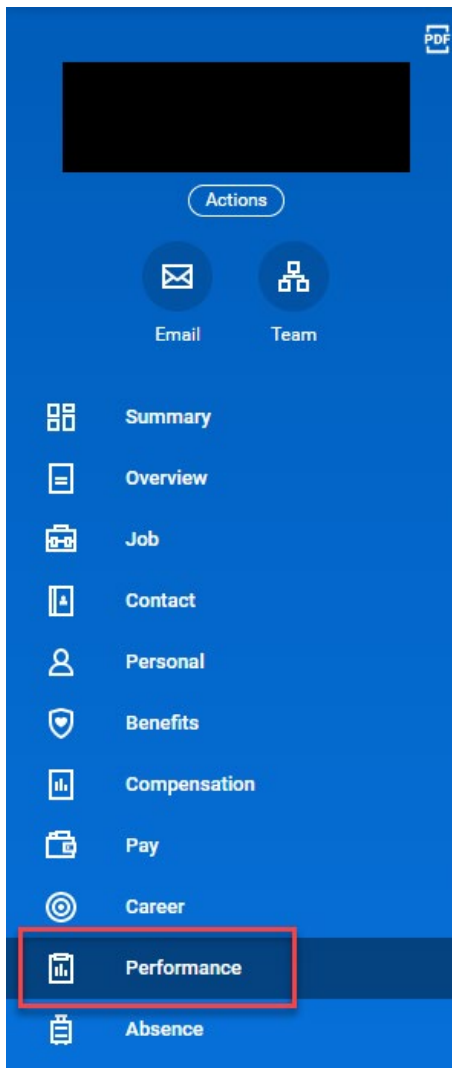
Description: This job aid provides instructions on how to locate your Mid Year Review as well as find and print the completed review.

LOCATE MID-YEAR REVIEW IN WORKDAY

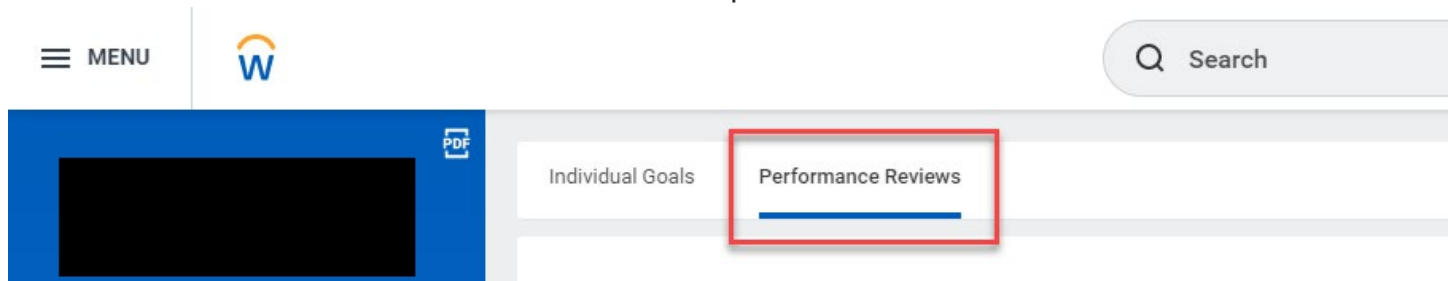
1. From the Workday workscreen, click the profile icon in the upper right-hand corner and click **View Profile**.



2. Select **Performance** from the menu on the left, you may have to click more to find the tab on the left-hand side.



3. Then **Performance Reviews** sub-tab across the top.



- Your Mid-Year Review will be under the **Completed** Section.

Completed 1 item 🔍 📄 🗒

Review	Review Period		View	Create New PDF
	Start Date	End Date		
Mid-Year Review: [REDACTED]	07/01/2022	06/30/2023	View	Create New PDF

- Click **View** to see the completed review.
 - Click **Create New PDF** to save and print the completed review.
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